

M e m o r a n d u m

Date: January 8, 2010

To: Santa Cruz Area

Attention: Captain C. L. Manriquez

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13791.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Santa Cruz Area was conducted on May 2, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 17, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 639 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 57 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	269	42.10%	23.57	24
Telecommunications	214	33.49%	18.75	19
Fleet	31	4.85%	2.72	3
Weapons	125	19.56%	10.95	11
Total	639			57

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 56 of the 57 items were located. One item, a hand-held radio assigned to an officer, remained with the officer when he/she transferred from the Area. Furthermore, one of the 56 items located requires a correction to be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 16 of the 16 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Santa Cruz Area

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January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Coastal Division
Telecommunications Section
Office of Inspections, Audits Unit

Attachment A

CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Santa Cruz Area - November 17, 2009

ATTACHMENT A

Equipment Description	CHP Number	Listed on property record but not found	Found but not listed on property record	Missing decal or correction needed to property record	Transfer	Not available for inspection	Comments
Hand-held Radio	R68815				X		Item is assigned to an officer that transferred to the Fresno Area on October 1, 2009.
Control Head - Mobile	R78420			X			Item is now installed in vehicle 1189959.

Attachment B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Santa Cruz - 720

ATTACHMENT B

Asset #		Description	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment									
1	108536	TIMER REACTION ELECTRONIC HAND-HELD		X					
2	110939	RADAR TRAFFIC MOUNTED	041435	X					
3	113975	CAMERA 35MM/ZOOM LENS	1812472	X					
4	115857	RADAR, VEHICLE	043761	X					
5	116981	LASERJET 4500N PRINTER	JPHCC07089	X					
6	126042	CASSETTE RECORDER		X					
7	140020	CANOPY W/ COVER		X					
8	140985	PAS DEVICES INTOX ALCO SENSOR IV	077571	X					
9	140993	PAS DEVICES INTOX ALCO SENSOR IV	077565	X					
10	140995	PAS DEVICES INTOX ALCO SENSOR IV	077634	X					
11	142829	DIGITAL VOICE RECORDER	1020305	X					
12	147366	LAPTOP	0037134833	X					
13	147385	LAPTOP	0037134919	X					
14	147389	LAPTOP	0037134864	X					
15	147392	LAPTOP	0037134748	X					
16	147396	LAPTOP	0037134689	X					
17	147407	LAPTOP	0037134890	X					
18	147410	LAPTOP	0037134697	X					
19	147417	LAPTOP	0037134885	X					
20	149726	COMPUTER	MXL7120BW8	X					
21	150425	RECORDER DIGITAL VOICE		X					
22	91329	RECORDER	098941	X					
23	XMM356	PAS DEVICE P029337	8856	X					
24	XRR0616	PAS DEVICE	18461	X					

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Santa Cruz - 720**

ATTACHMENT B

Equipment to inventory list									
1	120873	SCANNER SCANJET	TW14220564	X					
2	121802	PRINTER	USBB366588	X					
3	127960	PRINTER	JPBTM00493	X					
4	136585	PRINTER LASERJET	USBXN08133	X					
5	142828	DIGITAL VOICE RECORDER	1020300	X					
6	147419	LAPTOP	0037134896	X					
7	147421	LAPTOP	0037134902	X					
8	149705	COMPUTER	2UA7100T02	X					
9	149720	COMPUTER	MXL7120BX3	X					
10	149729	COMPUTER	MXL7120C07	X					
11	152148	CAMERA	1511975	X					
12	XRR0701	PAS DEVICE	18546	X					
13	XRR0703	PAS DEVICE	18548	X					

LEGEND:

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Attachment C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMM PROPERTY RECORD INSPECTION REPORT
Santa Cruz - 720**

ATTACHMENT C

Asset #	Description	Vehicle/Misc.	Vehicle/Misc.	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
1	R42593	Mobile Radio	1239771	9540994	X					
2	R43588	Mobile Radio	1270830	9541809	X					
3	R44079	Mobile Radio	1240115	9542865	X					
4	R44926	Mobile Repeater	1289073	7611233	X					
5	R58151	Mobile Radio	1248344	9935116	X					
6	R60088	Control Head - Motorcycle	M9518	96A65	X					
7	R62246	Hand-Held Radio	18569	402AWW5942	X					
8	R63477	Hand-Held Radio	13063	402AWY0972	X					
9	R63943	Hand-Held Radio	15170	402AWY1387	X					
10	R66125	Hand-Held Radio	11933	AREI-08	402AWYA780	X				
11	R67085	Hand-Held Radio	18976		402AXA3742	X				
12	R68815	Hand-Held Radio	18159		402AXE7685			X		Item is assigned to an officer that transferred to the Fresno Area on October 1, 2009.
13	R69246	Hand-Held Radio	19702	CTC 1-09	402AXE7811	X				
14	R70962	Battery Charger - Radio			X					
15	R77157	Control Head - Mobile	1270435		X					
16	R78420	Control Head - Mobile	1239771		X				X	Item is now installed in vehicle 1189959.
17	R90247	Scanner	1248132	316Z44000402	X					
18	R90698	Control Head - Mobile	1270881		X					
19	R99819	Cellular Telephone		A000000733F062	X					
Equipment to inventory list										
1	R65377	Hand-Held Radio		402AWY7038	X					
2	R68366	Hand-Held Radio		402AXE8421	X					

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Attachment D

**CALIFORNIA HIGHWAY PATROL
2009 FLEET RECORD INSPECTION REPORT
Santa Cruz - 720**

ATTACHMENT D

Equipment ID	License number	Manufacturer	Model	Y	N	A	T	C	Other/Comments
Property inspection list to equipment									
1	1270710	1270710	Ford	Crown Victoria (Patrol)	X				
2	1289073	1289073	Ford	Crown Victoria (Patrol)	X				
3	M9518	1137424	BMW	R1200RT-P (Enforcement Motor)	X				



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Attachment E

**CALIFORNIA HIGHWAY PATROL
2009 WEAPONS RECORD INSPECTION REPORT
Santa Cruz - 720**

ATTACHMENT E

Officer ID#	Model	Last Name	First Name	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
					X					
					X					
					X					
					X					
					X					
					X					
					X					
					X					
					X					
					X					
Equipment to inventory list										
					X					

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Supporting documentation

From: Mary Guido
To: AIMS_ALL
Date: 6/5/2009 3:24 PM
Subject: Transfers -- PAGE 1 OF 10 - OFFICER VOLUME TRANSFER

CHP3 00009 06/05/09 15.23.16
PRS5 00011 06/05/09 14.10.16

N 001 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT
PAGE 1 OF 10

RE: OFFICER VOLUME TRANSFER

EFFECTIVE AND REPORTING 10/01/2009, THE FOLLOWING OFFICERS, CALIFORNIA HIGHWAY PATROL ARE TRANSFERRED AND ASSIGNED AS INDICATED. NO EXPENSES ARE AUTHORIZED UNLESS OTHERWISE NOTED.

NAME AND I.D. NUMBER ~~~~~	FROM ~~~~~	TO ~~~~~
ABENOJA, E. #12872	335 SAN FRANCISCO	320 CONTRA COSTA
ADDLEMAN, S.M. #17403	465 MODESTO	425 SONORA
ALEXANDER, M.J. #17841	765 VENTURA	651 SAN ONOFRE INSPECTION FACILITY (ONE-YEAR ASSIGNMENT)
ALLEN, B.S. #15830	651 SAN ONOFRE INSPECTION FACILITY	650 OCEANSIDE
ALVES, C.S. #18967	330 REDWOOD CITY	320 CONTRA COSTA
APODACA, P.L. #14671	860 SAN BERNARDINO	685 TEMECULA
ARCHER, R.M. #18607	535 EAST LOS ANGELES	420 BAKERSFIELD
BAILEY, B.L. #18892	530 SOUTH LOS ANGELES	840 RIVERSIDE
BAILEY, M.A. #18748	565 WEST LOS ANGELES	120 CRESCENT CITY
BARRIENTOS JR., F.A. #18962*	530 SOUTH LOS ANGELES	325 NAPA
BARROWS, G.J. #13567	131 COTTONWOOD INSPECTION FACILITY	135 REDDING
BEARD, J.N. #18471	350 MARIN	155 WILLIAMS
BECERRA, M.A. #14345	645 SAN DIEGO	646 OTAY MESA INSPECTION FACILITY (ONE-YEAR ASSIGNMENT)
BELTRAN III, A.M. #14581*	675 SANTA ANA	686 RAINBOW INSPECTION FACILITY

From: Mary Guido
To: AIMS_ALL
Date: 6/5/2009 3:30 PM
Subject: Transfers -- PAGE 9 OF 10 — OFFICER VOLUME TRANSFER - (CONTINUED)

CHP3 00017 06/05/09 15.29.38
 PRS5 00019 06/05/09 14.12.42

N 001 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT
 PAGE 9 OF 10

RE: OFFICER VOLUME TRANSFER - (CONTINUED)

NAME AND I.D. NUMBER	FROM	TO
STEINER, J.E. #14478	246 SOUTH LAKE TAHOE	325 NAPA
STEPP II, J.R. #18747	580 WEST VALLEY	350 MARIN
STIERS, S.D. #18670	725 HOLLISTER-GILROY	461 LOS BANOS
STORY, R.V. #9500	835 BARSTOW	850 VICTORVILLE
→ TAYLOR, J.A. #18159	720 SANTA CRUZ	435 FRESNO
THOMAS, S.C. #17919	770 MOORPARK	565 WEST LOS ANGELES
THOMPSON, R.S. #18243	575 ALTADENA	252 SOUTH SACRAMENTO
THROGMORTON, C.M. #17066	580 WEST VALLEY	770 MOORPARK
TIETZ, T.W. #19001	535 EAST LOS ANGELES	325 NAPA
TOEWS-COCHRAN, J. #18846	330 REDWOOD CITY	456 OAKHURST
TOMAZIN, S.D. #17711	456 OAKHURST	750 SANTA MARIA
TOMMILA, R.R. #17540	126 GARBERVILLE, LAYTONVILLE RESIDENT POST	440 HANFORD
UDOVICH, J.M. #14319	425 SONORA	685 TEMECULA
VALDEZ-SALAZAR, O.A. #18861*	565 WEST LOS ANGELES	480 VISALIA (BILINGUAL BYPASS) (ONE-YEAR ASSIGNMENT)
VALDOVINOS, L.M. #19021	530 SOUTH LOS ANGELES	540 NEWHALL
VARGAS, F. #16705*	580 WEST VALLEY	540 NEWHALL
VASQUEZ, J. #19043*	340 SAN JOSE	241 CHICO (BILINGUAL BYPASS) (ONE-YEAR ASSIGNMENT)